



OFFICE OF PUBLIC INSTRUCTION

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Linda McCulloch
Superintendent

July 2006

To: School Food Authority Administrators - Residential Child Care Institution

From: Christine Emerson, Director
School Nutrition Programs

Re: Administrative Update

It is once again time to update and submit your Sponsor and Site Information Sheets in the School Nutrition Programs software at www.opi.mt.gov/schoolfood/index.html. You may update this information anytime before **August 10, 2006** when your first Claim for Reimbursement for the 2007 school year is due.

Once you log into the software, click on Program Year 2007. Much of the information is carried over from last year, so it will not be time-consuming to complete as it was last year. Please take time to ensure that all information included on the Sponsor and Site Information Sheets is correct.

The majority of the information and forms to assist you in meeting the annual requirements of the School Nutrition Programs are available on the School Nutrition Programs website in the Lunch, Breakfast, Snacks and Milk page.

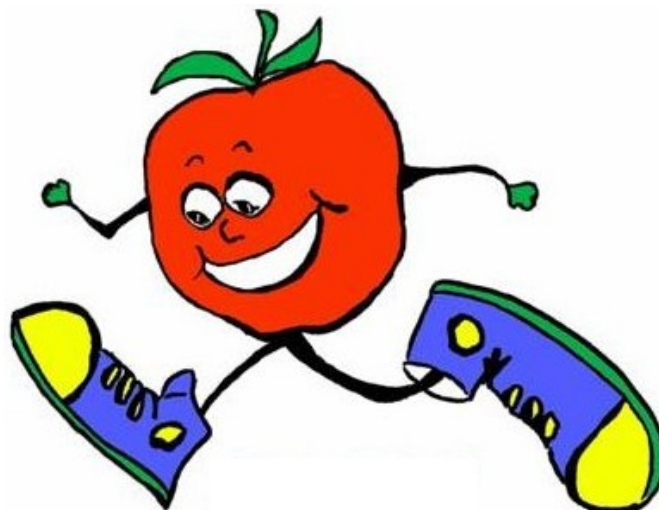
If you need assistance, please contact Holly Humphrey at (406) 444-4413 or hhumphrey@mt.gov; Lori Rittel at (406) 444-4416 or lrittel@mt.gov; or Kim Pullman at (406) 444-3532 or kpullman@mt.gov.

Enclosures

SCHOOL NUTRITION PROGRAMS RESIDENTIAL CHILD CARE INSTITUTION

ADMINISTRATIVE UPDATE

2006-2007



Linda McCulloch, Superintendent

Montana Office of Public Instruction
PO Box 202501
Helena, Montana 59620-2501
www.opi.mt.gov

2006-2007 REQUIREMENTS CHECK SHEET RESIDENTIAL CHILD CARE INSTITUTION

Date
Completed

Update Sponsor and Site Information Sheet(s)	Complete by August 10, 2006 <i>Submit to School Nutrition Programs</i> _____	
Copy of Current License	Complete by August 10, 2006 <i>Submit to School Nutrition Programs</i> _____	
Two Sanitation Inspections	First Inspection Completed _____	
	Second Inspection Completed _____	
HACCP Plan	In place by July 1, 2006 _____	
Wellness Policy	In place by July 1, 2006 _____	
1st Afterschool Snack Program Review	Complete by October 31, 2006 <i>Retain in your files</i> _____	
Civil Rights Self-Evaluation	Complete by October 31, 2006 <i>Retain in your files</i> _____	
Meal Counting and Claiming Self-Review	Complete by February 1, 2007 <i>Retain in your files</i> _____	
2nd Afterschool Snack Program Review (Complete on same form as 1 st review)	Complete by February 1, 2007 <i>Retain in your files</i> _____	



National School Lunch and Breakfast Programs
Civil Rights On-site Review – Residential Child Care Institution
Complete by October 31 for each serving site

School Food Authority (RCCI Name)	Agreement Number
1. Is a USDA/FNS <i>And Justice for All</i> poster displayed in a prominent place in each SFA food serving/dining area?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
2. Is the correct nondiscrimination statement included on all public notification materials?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
3. Has the SFA sent out a public release to community and grassroots organizations at the beginning of the school year?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
4. Are foreign language translations available when a significant number of persons speaking only a foreign language is in the population?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
5. a. Are procedures established to receive complaints alleging discrimination?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
b. Have there been any written or verbal complaints alleging discrimination?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
c. If Yes, have these complaints been reported to the State Agency or USDA?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
d. Have all staff received civil rights training as required annually?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
6. Admission procedures used do not restrict enrollment by minority persons?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
7. Are persons with disabilities provided program benefits as prescribed by regulations, as appropriate?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A

Signature

Date of Review

Maintain at RCCI – Do Not Mail to State Agency

Revised 06/07



National School Lunch and Breakfast Programs
On-site Review of Meal Counting and Claiming Procedures
Instructions

National School Lunch Program regulations 7 CFR 210.8(a)(1) require that the Residential Child Care Institutions (RCCIs) conduct an on-site review in each serving site annually before February 1. *There is a different Meal Counting and Claiming Self-Review for RCCIs with day students approved for meal benefits based on applications. Please be sure to use the form that applies to your organization.*

The monthly claim for reimbursement must be supported by an approved counting system that provides an accurate count at the point-of-service of free, reduced-price and paid meals in each building.

A point-of-service meal count is defined as a system of counting meals at that point in the food service operation where it can be accurately determined that a reimbursable free, reduced-price or paid meal has been served to an eligible student.

Adult meals, a la carte items and second student meals are not reimbursable and should be accounted for separately.

The **only** approved alternative to the point-of-service meal count is a meal count taken at the beginning of the meal service line, provided a staff person at the end of the meal line checks to ensure the student has a reimbursable meal.

If any of the questions are answered “No,” a corrective action plan is required. Follow-up of corrective action must take place within 45 days of the review.

**National School Lunch and Breakfast Programs
On-site Review of Meal Counting and Claiming Procedures
Residential Child Care Institution**

School Food Authority (RCCI Name)

Site Name (One Per Building)

I. Meal Counting

- | | | | |
|---|------------------------------|-----------------------------|------------------------------|
| 1. Is personal use income for each resident documented? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2. Is a benefit issuance list used in the meal system? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 3. Does the meal count system produce an accurate point-of-service count of reimbursable meals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 4. Are only meals that meet meal pattern requirements counted and claimed for reimbursement? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 5. Is there a back-up staff person trained to count and record reimbursable meals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 6. Does the school use proper procedures for counting and recording meals? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

II. Results of Review

- | | | | |
|--|------------------------------|-----------------------------|------------------------------|
| 1. Is a corrective action plan required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |
| 2. Is a follow-up review required? | <input type="checkbox"/> Yes | <input type="checkbox"/> No | <input type="checkbox"/> N/A |

III. Comments, Notes and Observations During the Review

IV. Suggested Corrective Action (Follow-up in 45 days)

Signature

Date of Review (by February 1)